



# JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

## STAFF SERVICES ANALYST or ASSOCIATE BUDGET ANALYST \$2,632-\$4,155 (SSA) or \$4,111-\$4,997 (ABA) BUDGET & REVENUE MANAGEMENT BUREAU SACRAMENTO

The Department of Insurance is seeking an individual who desires the challenge of working in a fast-paced, diverse organization. Currently, there is a vacancy in the Budget and Revenue Management Bureau at our Sacramento downtown location.

**RESPONSIBILITIES:** Under the supervision of the Staff Services Manager I, this position is responsible for the preparation, development, and administration of a portion of the Department's annual budget, including various budget development/administration, analysis, tracking and control activities. Specific duties include:

- Prepare baseline budgets and supplementary schedules for the Department's portion of the Governor's Budget. Work with program staff in the development of workload and policy budget change proposals.
- Prepare the department's annual estimate of revenue for the Governor's Budget that requires the development of billing rates and billable hours for departmental activities.
- Facilitate the quarterly analysis of expenditures and revenue for assigned programs.
- Develop and allocate personal services (salaries and wages, benefits and salary savings) and operating expense allotments for program assignments.
- Provide budget information, instructions and technical assistance to Division and Bureau Chiefs and Deputy Commissioners.

**DESIRED QUALIFICATIONS: Demonstrated ability to:**

- Resolve complex, controversial, and/or sensitive matters under stressful conditions.
- Accurately analyze data and independently prepare or evaluate budgetary proposals and justifications, and resolve budgetary discrepancies.
- A thorough knowledge of CALSTARS and Accounting Reports.
- Communicate effectively both orally and in writing.
- Develop effective working relationships with all levels of departmental management and control agency staff.
- Work proficiently on PC spreadsheet and database (Excel and Access) applications.

**WHO MAY APPLY:** Applications will be accepted from current State employees at the Staff Services Analyst or Associate Budget Analyst level, those within transfer range, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. *All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.*

**APPLICATION PROCEDURE:** Send a completed standard State of California application to Stephanie Brewer, Human Resources, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. Please indicate "Staff Services Analyst #195-5157-001" or "Associate Budget Analyst #195-5284-XXX" on the State application. For additional information, please call (916) 492-3411.

**FINAL FILING DATE:** September 25, 2006 or Until Filled

**NOTE:** Interested individuals must submit applications in order to be considered for this position.

pb09/13/06

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN  
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.